

KENTUCKY BOARD OF SOCIAL WORK
MINUTES OF THE BOARD OF DIRECTORS' MEETING
Tuesday July 26, 2016

A regular meeting of the Kentucky Board of Social Work was held on Tuesday, July 26, 2016, at the board office located at 43-44 Fountain Place, Frankfort KY 40601.

MEMBERS PRESENT

Bill Adcock, LCSW, Chair
Dr. Jay Miller, Vice Chair
Janice James, LCSW
Sharon Sanders, LCSW
Jay Davidson, LCSW
Sally Rhoads, LCSW
Hilma Prather, Public Member

OTHERS PRESENT

Brian Judy, Board Counsel, Assistant Attorney General

BOARD STAFF PRESENT

Florence Huffman, Executive Director
Lindsay Redman, Staff
Lisa A. Turner, Staff
Molly Bode, Intern

CALL TO ORDER

Bill Adcock, LCSW, Chair, called to order the regular meeting of the board at 11:25 a.m.

APPROVAL OF MINUTES

A motion was made by Sharon Sanders to approve the minutes of the June 26, 2016 board meeting as presented; seconded by Sally Rhoads, motion carried.

EXECUTIVE DIRECTOR'S REPORT

Florence Huffman, ED
Lindsay Redman

a. Operations Report for June 2016

Documents Received and Processed

- Applications received: 76 total
- Applications approved: 70 total (Bachelors exam: 6; Masters exam: 47; Clinical exam: 17)
- Initial licenses issued: 92 total (LSW: 6; CSW: 68; LCSW: 18)
- Supervision contracts: 51 contracts were approved; 27 contracts were deferred due to incomplete contracts
- Reinstatements: 6
- Temporary Permits: 1 non-clinical temporary permit approved and 1 clinical temporary permit approved.

b. Education and Outreach / Technology

Presentation by Kentucky Interactive

Abby Wentzel-Elison, Creative Design

- Ms. Wentzel-Elison presented the changes requested by the board at its June board meeting and reported the website was ready to go live upon approval on August 1st.
- The board reviewed options for the logo design of the Kentucky Board of Social Work seal to be approved at the next board meeting.

c. ASWB

- Janice James and Ms. Huffman will attend the ASWB 2016 Annual Meeting of the Delegate Assembly on November 17 – 20, 2016.

FINANCIAL REPORT

Florence Huffman, ED

a. Ms. Huffman gave the year-end report of expenditures, revenues and the summary for fiscal year 2016.

- Sum of Revenues for FY 2016: \$350,570
- Sum of Expenditures for FY 2016: \$347,600
- Ending FY 2016 Cash Balance: \$428,500

b. Ms. Huffman gave a conspectus of the 2017 fiscal year proposed budget.

c. Travel and Per Diem

- A motion was made by Sharon Sanders to approve board members' travel and per diem; seconded by Sally Rhoads, motion carried.

**Kentucky Board of Social Work
Board of Directors Meeting
44 Fountain Place, Frankfort KY 40601**

COMMITTEE REPORTS

Bill Adcock, Chair

- a. Complaint Review: Janice James, LCSW and Bill Adcock, LCSW
 - 15-11 B: The committee recommended dismissal; seconded by Dr. Justin Miller, the board approved the recommendation.
 - 16-18: The committee recommended that an investigation be opened; seconded by Sally Rhoads, the board approved the recommendation.
- b. Application Review Committee: Jay P. Davidson, LCSW and Sharon Sanders, LCSW
 - No report for today's meeting.
- c. Supervision: Dr. Justin Miller, CSW; Sally Rhoads, LCSW; Jay Davidson, LCSW
 - No report for today's meeting.
- d. Continuing Education: Dr. Justin Miller, Ph.D. and Hilma Prather
 - No report for today's meeting.

OLD BUSINESS

- a. KAR Amendments
 - Continuing Education regulation: 201 KAR 23:075. Motion was made by Janice James to withdraw the amendment and refile with language *regarding qualifications of instructors for the social work course for renewal*.
 - Inactive Status regulation: 201 KAR 23:055 will be also heard at the August meeting of the Administrative Regulations Review Subcommittee.

NEW BUSINESS

Bill Adcock, Chair

- a. Responses to the Request for Proposals for contract investigators were scored and evaluated. A motion was made Janice James to offer contracts to the two top offerors: Mary Martins and Richard Welsh; seconded by Sally Rhoads, motion carried.
- b. A motion was made by Hilma Prather to issue a new Request for Proposal for a contract investigator who is licensed as a social worker in Kentucky; seconded by Dr. Justin Miller, motion carried.
- c. A motion was made by Janice James to issue a letter of caution to licensees who did not complete the suicide prevention training by July 2016; seconded by Dr. Justin Miller, motion carried.
- d. A committee was established to perform personnel evaluations to include Hilma Prather, Jay Davidson and Bill Adcock. Performance evaluations will be completed for Florence Huffman and Lindsay Redman.
- e. A motion was made by Hilma Prather to adopt the Dress Code Policy required by the Personnel Cabinet per memo from Governor Bevin; seconded by Dr. Justin Miller, motion carried.
- f. A motion was made by Dr. Justin Miller to authorize the Executive Director to hire a temporary employee (Adecco) in fiscal year 2017; seconded by Sally Rhoads, motion carried.
- g. A motion was made by Dr. Justin Miller to contribute \$500 of agency funds to add to the total amount needed to pay for Brian Judy to attend the Federation of Associations of Regulatory Boards 2016 Conference on behalf of all agencies for whom he is board counsel; seconded by Sharon Sanders, motion carried.

ADJOURNMENT

There being no further business to come before the board, a motion was made by Sally Rhoads to adjourn at 1:40 p.m.; seconded by Dr. Justin Miller, motion carried.

NEXT MEETING: 11.am. EST, August 23, 2016, 43-44 Fountain Place, Frankfort, KY 40601

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REVISED BOARD MEETING SCHEDULE

December 6, 2016 is scheduled as a new board meeting date. The regularly scheduled November and December meetings are cancelled.

Approved:

A handwritten signature in cursive script that reads "William M. Adcock L.S.W." is written over a horizontal line.

William M. Adcock, Chair
August 23, 2016